

# ELEMENTARY

K-5TH



**STUDENT HANDBOOK  
2020-2021**



# District Mission, Vision and Goals...

## *Every Student, Every Classroom, Every Day*

The **Mission** of the Southland C-9 School District: Southland has the obligation, the duty, and the privilege to provide the very best education to each of our students, every day. With this we must know that our students come first, and we will do this through teamwork, collaboration and mutual respect for one another.

The **Vision** of the Southland C-9 School District: As a professional learning community, we envision a learning environment where staff members use data driven instructional practices that ensure student successes that are celebrated with all stakeholders.

The **Goals** of the Southland C-9 School District:

1. **Leadership** - Southland C-9 strives for strong leadership to set the vision and influence direction at every level of our organization to create and support a culture of effective teaching and learning for continuous improvement.
2. **Collaborative Culture** - Southland focuses on having shared values and common goals, as these are the foundation of a collaborative climate and culture of systemic growth and improvement within our educational system.
3. **Effective Teaching and Learning** - We believe that effective academic, behavioral and social skill practices, supported by research and meeting the needs of each student, lead to the highest levels of student learning at Southland C-9.
4. **Data-Based Decision Making** - At Southland, accurate, relevant measures across multiple points in time provide our basis for informing on progress, setting goals and guiding decisions leading to improved learning for our students.
5. **Alignment of Standards, Curriculum, and Assessment** - We believe that connection, clarity and coherence must exist between standards, curriculum, and assessments in order to provide accurate and actionable information regarding student learning at Southland C-9.

## **Table of Contents**

Statement Of Beliefs	5
Mission Statement	5
School Philosophy and Objectives	5
General Philosophy	5
Specific Objectives	6
BOARD OF EDUCATION	7
ADMINISTRATION AND ELEMENTARY FACULTY AND STAFF	7-8
Southland Elementary School <u>STUDENT HANDBOOK</u> 2020 – 2021	9
Visitors	10
Guidance Services	10
Closed Campus	10
Curriculum	10
Attendance Policies	10
Tardiness	11
Perfect Attendance	11
Home Schooled Students	11
General Student Rules	11
Discipline Policy	12
Medication	12
Corporal Punishment	12
Out of School Suspension	12
Classroom and Playground Discipline	13
Money, Toys, and Personal Items	13
Animals	13

Dress	13
Arrival Time at School	13
Transferral and/or Withdrawal from School	14
Permanent Record	14
Progress and Promotion Grading System	14
Unsatisfactory Progress Reports	14
Retention	14
Reports Cards	14
Conferences	14
Honor Roll/Honors News Releases	15
Student Directory Information	15
Insurance	15
Use of Telephone	15
Dismissal of School for Inclement Weather	15
Cafeteria	15
Lunchroom Manners	15
Missouri State School Immunization Law	16
Administering Medicines to Students	16
Prescription Drugs	16
Non Prescription Drugs	16
Illness	16
Please Keep Children Home from School	17
School Bus Safety and You	17
Students will be Cited for the Following Violations on the Bus	17
Safety Rules for Student	18
Respect for School Property	19

Use of the Library	19
Library Books and Fines	19
Classroom Procedures	19-20
Articles Prohibited at School	19
Playground Rules	19
Cafeteria Rules	20
AFTER-SCHOOL DETENTION--(ASD)	20
IN-SCHOOL SUSPENSION--(I.S.S.)	20
SATURDAY SCHOOL	21
OUT OF SCHOOL SUSPENSION	21
Use of Cell Phones	21
Routine Screenings Required by Federal Laws	21
Hearing	22
Student Messages	22
Internet and Computer Usage Agreement Student/Parent	23-24
Discipline Matrix	25
Serious Offenses Discipline Matrix	26-30
Notification of Teacher Qualification	31
Reporting Procedures	32-33
Investigation	33-34
School District Response	34-35
Retaliation	35
Public Notice	36-39
Notification of Parent and Student Rights under the Family Educational Rights and Privacy Act	40-42
Sign and Return Pages	43

**Statement Of Beliefs**  
**Southland C-9 School District**  
**Adopted – May 13, 1993**

**\*\*We believe that every child should have the guarantee of equal educational opportunity regardless of race, creed, or color.**

**\*\*We believe the school exists for the benefit of the students, and parents, and the community.**

**\*\*We believe that students possess different levels of ability, talents, and individual needs. It is the responsibility of the school to meet those individual needs and provide for the individual abilities and talents.**

**\*\*We believe all students can learn.**

**\*\*We believe that the school's responsibility is to prepare the students to function as a successful, productive citizen in an ever-changing democratic society.**

**Mission Statement**  
**Southland C-9 School District**  
**Adopted- May 13, 1993**

The Mission of the Southland C-9 School District is to guide students through a challenging and appropriate curriculum that emphasizes flexibility, advanced technology, critical thinking, and responsibility, leading to the development of intellectual, vocational, social, emotional, and physical skills necessary for the student to be a successful, responsible and productive individual in a democratic society.

**SCHOOL PHILOSOPHY AND OBJECTIVES OF**  
**SOUTHLAND C-9 SCHOOL DISTRICT**

**GENERAL PHILOSOPHY**

Free public schools are a unique and distinguishing feature of our American society. As a birthright, every child should have the guarantee of equal educational opportunity regardless of race, creed, or color. We, the teachers, administration, and board of education believe that Southland School exists for the benefit of the students. The main purpose of the school is to help each student acquire the intellectual, physical, social, and vocational skills necessary for him to achieve success as an individual in a democratic society. Democracy must be earned and learned anew by each generation. One role of our school, then, is to provide a training ground for the continuance of democracy.

The district will provide a variety of experiences so that each student will be able to experience success at his/her own ability level. The school has a responsibility to work with other agencies of the community to provide education with the basic skills and basic knowledge being taught. All agencies in the community, such as churches, civic organizations, and families, should work together to provide the teaching of morals, principles, or standards and to provide an incentive for learning.

We believe that the school should provide competent, qualified instructors, who will be democratic in attitude, and who will show a personal enthusiasm for their work. An earnest effort should be made by all teachers and administration to be aware of the current trends in education.

## **SPECIFIC OBJECTIVES**

In keeping with our educational philosophy it is essential that we determine and state specific objectives.

- A. To provide an adequate educational foundation for all students.
- B. To provide occupational awareness for each student through a variety of Educational experiences.
- C. To help each student understand and appreciate the rights and duties of a citizen in our democratic society. To be more specific, we suggest:
  - 1. The district should provide opportunities for faculty members and students to be involved with decisions on matters directly concerning them.
  - 2. The school should recognize the dignity of the individual and encourage mutual respect among administrators, teachers, students, and members of the community.
- D. To provide a broad range of experiences that will assist each student in exploring and developing his capabilities, emotional stability, interests, and aptitudes.
- E. To encourage each student to develop the ability to think, to create, and to express.
- F. To encourage the development of a responsibility to and an appreciation of the home, school, and community including a well defined set of values.
- G. To help each student develop an appreciation for the beauty in art, music, literature, and nature.
- H. To provide a sound health program through appropriate food and health services.
- I. To provide opportunities for students to develop social skills and relationships.
- J. To provide facilities and equipment leading to the development of an appropriate educational atmosphere.
- K. The school curriculum will be developed and organized in a progressive manner. This will provide each student with an opportunity to develop the essential educational skills.
- L. To foster in each student, self-respect and respect for others regardless of religious, racial, or cultural backgrounds.
- M. To consider many factors before retaining or failing students such as ability, maturity, effort, and attendance.
- N. To foster better understanding between parents and teachers by keeping parents informed through progress reports, grade cards, and parent-teacher conferences.
- O. To make available to the public, the school's philosophy and objectives through school newsletters, parent-teacher conferences, open house and school publications.
- P. To provide a comprehensive testing program that will assist students, counselors, parents, and teachers to better understand the capabilities and potential of each individual.
- Q. To participate in continuing education through professional course work, in-service education, etc.

**BOARD OF EDUCATION**

Mr. Jody Baugus	President
Mr. Dale McClelland	Vice-President
Mr. Zac Kemmett	Secretary
Mrs. Bethany Evans	Treasurer
Mr. Daniel Figgins	Member
Mr. Lonnie Gibson Jr	Member
Mr. Brad Williams	Member

**ADMINISTRATION AND ELEMENTARY FACULTY AND STAFF**

Misty Galloway	Superintendent -Office (Phone 573-654-3574)
Kevin Reddick	Principal -Office (Phone 573-654-3564)
Isabell Barajas	Cafeteria Staff/Custodial
Tara Baugus	PAT Instructor
Tarcy Botsch	K-5 Counselor
Jeff Boswell	Head Maintenance/ Custodian
Sherry Clark	Special Education Teacher
Tarina Carlisle	Teacher Assistant
Shellie Condray	Kindergarten Teacher
Patty Cookson	Fifth Grade Home Room Teacher
Mary Jane Copeland	Third Teacher
Melissa Gallardo	Cafeteria Staff
Wendy Shaiffer	Director of Academics & Special Services/Professional Development
Gabby Garcia	Cafeteria Staff
Lynette Gibson	P.E. Teacher
Crystal Godfrey	K-12 Art Teacher
April Watkins	Nurse

Dana Higgins	Superintendent Administrative Assistant and Bookkeeper
Shelly Jones	Elementary Secretary, Nurse Assistant, MOSIS Coor.
Christina McCallister	Elementary LD Teacher
Kimberly McClelland	Second Grade Teacher
Julie Murray	Librarian Teacher
Rachel Phillips	Fourth Grade Home Room Teacher
Dennis Prince	Technolgy Director
Juana Rodriguez	Cafeteria Staff
Tara Crafton	Instructional Coach
Jessica Shands	K-5 Teacher Assistant
Tammy Stockton	Preschool Teacher
Megan Swindle	Cafeteria Staff
Kenny Vangilder	Bus Maintenance/Grounds Director
Maria Ward	Preschool Teacher Assistant
Shannon Wilson	Lunch Account Secretary and Cafeteria Supervisor
Linda Williams	First Grade Teacher
Mary Wiseman	Custodian

# *Southland Elementary School*

## *STUDENT HANDBOOK*

**2020 – 2021**

Dear Students/Parents

We would like to welcome you back for another exciting year here at Southland Elementary. Our experienced staff of teachers will strive to provide each student with the best possible educational opportunities possible.

I firmly believe each and every child can succeed in the correct educational environment. With cooperation between our staff, the students and the parents we can experience success.

The attached copy of the school policies briefly outlines general guidelines for student behavior expected on campus. (A detailed account of the rules and regulations that govern the Southland C-9 school system can be viewed at the superintendent's office). Please read and become familiar with the information and review pertinent items with your child. Teachers will also discuss expected behaviors on playgrounds and in their classrooms during the first few days of school and at other times throughout the year as needed.

The packet containing blank forms and other material should be reviewed immediately. All the blank forms should be completed and returned as soon as possible. Keep the other items for your information. The blank forms in the packet are very important. Please notify us if you should change addresses or phone numbers or have any other changes during the year. These changes are important in keeping updated records for your child.

Permission forms will be sent home with the students prior to any field trips announcing time, date, and locations of such events. Children who do not have written permission to attend field trips will not be allowed to participate in those trips. I am looking forward to working with the students and parents. If I can be of assistance, please don't hesitate to call.

There are few changes, but please read the entire handbook to your child and be familiar with its contents. I am looking forward to another great school year.

Sincerely,

Kevin Reddick, Principal  
Southland Elementary School  
Phone 573-654-3564

## **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at school. Parents and visitors must register in the elementary office. Visitors are expected to leave promptly when their business is completed.

## **GUIDANCE SERVICES**

Guidance services are available for every student in the school. These services include assistance with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Longer-term counseling services may be recommended at other facilities if the child needs these services.

## **CLOSED CAMPUS**

We operate a closed campus. Students must stay on the school grounds from the time they arrive until dismissal or until they are picked up by the bus or parents. Any student leaving the school grounds for doctor's appointments, etc. must check out through the office. Parents must come to the elementary office and pick up an early dismissal form, which is signed and given to the child's teacher. The teacher is not allowed to dismiss the child without this permission form. Unauthorized person **will not be allowed** to take your child from school. Please advise the principal's office, with a phone call or a signed and dated note, if you authorize some other person to pick up your child from school.

## **CURRICULUM**

The curriculum of the local school system includes the various courses of study, exercises, and activities, which are arranged, prescribed, and planned for the daily school life of the child. It shall be prepared by the trained personnel under the leadership of the superintendent and approved by the board of education.

The curriculum shall be planned so as to contribute as much as possible to local needs and yet confirm the current curricular requirements as set by the State Department of Education.

The staff of the local school system shall be encouraged to make a continuous study and refinement of all courses of study and curriculum.

## **ATTENDANCE POLICIES**

Attendance for all classes each day is essential. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils in these circumstances are able to achieve only mediocre success in their academic programs.

***Southland School Board Policy (8-8-96)*** states that ***students should NOT be absent more than eight (8) days during each semester, to be eligible for passing grades.*** Students who are in violation of the attendance policy, listed above, will receive an "F" mark on the ninth (9<sup>th</sup>) absence. The policy places the responsibility of regular attendance on the student and his/her parents. Parents are requested to send a note or call the school before or after an absence. Illnesses or conditions that last longer than the 8 days allowed will be given special consideration by the principal. If the child has been seen by a physician, **please request a note from the doctor to give to the school.** The student and his/her parents must assume the responsibility for the make up assignments. This work **must be completed as soon as possible after the absence** (students will be allowed up to three calendar days for each day of absence to complete assignments after they have returned to school). If the work is not made up, grade adjustments will be made. All days missed count toward the above stated attendance policy. Parents will be notified by letter after the ***third, sixth, and eighth*** absences from school during the semester.

Regular attendance is vital to the education of our children. *As part of an effort to encourage regular attendance, kindergarten through sixth grade students may be referred to the Dunklin County Juvenile Office, or other agencies for excessive absenteeism, based on the judgment of the elementary principal.* A child who has accumulated absences in excess of eight per semester should have the need for these absences documented in writing.

**Please call the office by 8 am if your child is absent. If your child is absent for more than five days or if the office notices a pattern of absences, the office will contact Juvenile authorities and Child Services.**

### **TARDINESS**

**The bell rings at 7:30 to signal tardiness.** Students who arrive late for school will report to the elementary secretary's office. Tardiness will be noted on the attendance record. Repeated tardiness may result in disciplinary action. Beginning with a student's fourth and any subsequent tardies within a school quarter, the student will receive 1 day of after school detention any tardy after the 4th tardy and **after the 8th tardy ISS** will be administered (**per nine weeks**).

### **PERFECT ATTENDANCE**

A student must be present and not miss more than **3 hours during the course of the year** in order to be eligible for a Perfect Attendance Award. Students who are off campus participating in school-sponsored events, for example, math and spelling contests, honor roll trips, etc. will be considered present. Students with perfect attendance for the year will receive a very nice incentive award. In past years students have received iPad, Kendal Fires, BEATS, tablets, and Laptops.

### **HOME SCHOOLED STUDENTS**

Students who have been receiving instruction at home and wish to enroll in Southland Elementary School will be evaluated by district personnel. The results of such evaluations will be used to determine appropriate grade level placement.

### **GENERAL STUDENT RULES**

***These are the general rules that students are expected to follow at Southland Elementary School.***

1. To respect the rights of other students, school administrators and faculty.
2. To refrain from libel, slanderous, foul and unacceptable language, verbal and written.
3. To dress and groom in a manner that meets reasonable standards of appropriateness, health, cleanliness, and safety.
4. To be punctual and present in the regular assigned program. Students should be in the classrooms prior to the tardy bell.
5. To be prepared both physically and mentally for the school day, with any assigned homework completed and ready to present to the teacher.
6. To be self-controlled and refrain from disobedience or misconduct or behavior that disrupts the educational process.
7. To maintain the highest possible level of academic achievement according to ability.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in school sponsored activities.

## **DISCIPLINE POLICY**

***We, the faculty at the Southland Elementary School, feel that each child in our school deserves a non-disruptive climate in which he/she can learn. We believe that good discipline is based upon the viewpoint that all children are capable of experiencing success in school and the following beliefs:***

1. The majority of students do not require disciplinary action by the teacher.
2. Teachers are professionals who are responsible individuals capable of promoting responsibility in children.
3. Responsibility can be taught to any student regardless of family or socio-economic factors.
4. Maximum results can be achieved when teachers provide active and interactive instruction with high expectations to responsible students.
5. Students can be taught to resolve conflict and solve adult and peer problems.

Southland Elementary School places an emphasis upon citizenship. A main element of citizenship is acting responsibly. Responsible citizens are involved. They correct mistakes and practice socially acceptable behavior. Responsible student's self-correct inappropriate behavior as a result of experiencing natural consequences for their acts. A responsible child is NOT a discipline problem.

We place emphasis upon intrinsic motivation by using a no-nonsense approach of high expectations and reasonable guidelines. While remaining positive in interactions with students, we will act swiftly, consistently, and unemotionally when dealing with undesirable behavior. Self-esteem is enhanced as students learn to internalize the value of responsibility and gain healthy control over their behavior.

Please Note—Students who persistently misbehave or commit a major infraction of school rules may be referred to the Dunklin County Juvenile Office, based on the judgment of the elementary principal.

## **MEDICATION**

In the past we have had students come to school several days without their prescribed medication. In some situations this makes it very difficult for the child to function at his/her normal level in class. This can also lead to being a disruption to the entire class environment. Per Board Regulation 2710- if this conduct continues in the future it will be considered reasonable cause to contact the Division of Family Services to report child neglect.

## **CORPORAL PUNISHMENT**

In cases where corporal punishment (**paddling/swats**) is deemed a reasonable punishment for an offense, such punishment will be administered. In most cases it will be used only after alternative methods of punishment have been tried. In order to protect all parties involved, the principal will administer all corporal punishment with a certified staff member as a witness. It will be administered in a reasonable manner depending on the student's age, weight, and physical condition. Parents will be notified with a discipline form when the child has received corporal punishment and of the offense that was committed.

***Children who refuse swats will be given corresponding days of out of school suspension. These days are also counted as absences. The Juvenile Office may be notified, based on the elementary principal's judgment, if a child is accumulating an excessive number of absences for the semester.***

## **OUT OF SCHOOL SUSPENSION**

Out of School Suspension may be assigned after other disciplinary measures have been tried, or in the event of severe misbehavior, or if corporal punishment has been refused by the parent or child. If these absences become excessive, the Juvenile Office may be notified, based on the judgment of the elementary principal.

## **CLASSROOM AND PLAYGROUND DISCIPLINE**

Elementary teachers will be expected to discipline children as appropriate. Teachers may discipline for general rules of misconduct as well as for violations of classroom procedure or misbehavior on the playground or other school property. Teachers may use warnings, actions listed in matrix, or refer to principal for corporal punishment. Discipline is something we do for a child, not something we do to a child.

## **MONEY, TOYS, AND PERSONAL ITEMS**

Elementary students do not need to bring money to school for reasons other than lunches, school pictures, etc., or unless instructed to do so by their teachers for some special occasion. In addition, they do not need to bring toys or other personal items to school. The loss of money, toys, or personal items can create problems in the classrooms and on school busses. Southland Elementary School will **NOT** be responsible for unauthorized cash, toys, or personal items and time will not be spent investigating these losses.

## **ANIMALS**

At Southland Elementary animals, whether wild or pets, usually are **NOT** needed at school due to safety and sanitation reasons. Normally, no animals, including cats, dogs, spiders, snakes, fish, tarantulas, turtles, etc. should be brought to school. In the event there is a need for some animals to be brought to school for a class presentation, permission should be obtained from the teacher well in advance so that suitable arrangements can be made.

## **DRESS**

Students are expected to dress appropriately at all times. **Attire should not be immodest, unsanitary or disruptive to the educational setting.** Clothing that includes a reference to alcohol, tobacco, drugs, or any gestures that might be offensive are not permitted. Clothing promoting violence will not be allowed. Hats should not be worn in the classroom or in the cafeteria. If hats or caps are worn anywhere else on campus they should be worn the proper way.

***\*\*\*No shorts after October 31 until the first day of March.\*\*\****

***\*\*\*Leggings are NOT to be worn as pants. If they are worn they need to be worn with a top of some kind to cover the student's behind.\*\*\****

## **ARRIVAL TIME AT SCHOOL**

We expect children to be on campus about **7:15 a.m.** and no later than **7:25 a.m.** each school day. **Classroom teachers will be here daily at 7:15 am.**

## **DO NOT BRING OR SEND YOUR CHILD to school earlier than 7:15 a.m. since NO ONE IS ON DUTY.**

Unsupervised children are likely to be injured or get into trouble that could have been prevented if responsible parents and the school work together for the safety of our children. Children who arrive earlier than 7:30 a.m. may face disciplinary actions. Their parents/guardians may be contacted, or appropriate legal agencies may be notified.

Students in kindergarten through fifth grades will go to their home room class as they arrive at school between **7:15 and 7:25 a.m.** for breakfast.

Preschool students will go to their classroom upon arrival to be with their class (if they ride the bus).

## **TRANSFERRAL AND/OR WITHDRAWAL FROM SCHOOL**

Any student who intends to transfer from Southland C-9 School should inform the teacher to notify the principal's office of his/her intentions and if possible give the address of the new school he/she will attend.

Transfer procedures:

1. Parents may report to the Principal's office with the intentions to withdraw the student.
2. The student must check in all books, including library books, and settle all obligations.
3. A student who does not check out properly is still liable for all debts. Books are furnished free to Southland students to use while enrolled. It is the responsibility of the student and parent to return all books when transferring or at the end of the school year.

## **PERMANENT RECORD**

Each student has a permanent record. On this is recorded their elementary school history, grades, attendance, discipline and achievements. This record is transferred to the high school when the child enters the seventh grade.

## **PROGRESS AND PROMOTION GRADING SYSTEM**

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F below 60

Student grades are accessible to all parents via an online program called "Teacher Ease". If you would like to have access to your child's grades on Teacher Ease, please contact the school for information. This is a free program for parents.

## **UNSATISFACTORY PROGRESS REPORTS**

In order to keep the parents informed about student progress, unsatisfactory reports shall be sent at the middle of each quarter to the parents of all students who have a D average or less in any subject. A report may also be sent for a student who is not failing, but just is not working. This report is an invitation for the parents to call for an appointment to come in and talk to the principal and teachers about the work of their child.

**\*\*TUTORING\*\***-- TUTORING will be done on Mondays when school is not in session. In some cases a child or children may not have the option of not attending. Students may have to attend due to insufficient progress being made during the regular school day. TUTORING will be for grades 3rd-5th only.

## **RETENTION**

Retention may be considered, when in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention.

**\*\* However, the final decision will rest with the school administration. \*\***

## **REPORT CARDS**

All elementary teachers will issue a report card or progress report card at the end of each 9 weeks except Early Childhood programs. Elementary report cards are an invitation to parents for a conference. Kindergarten issues progress reports based on skills taught during the quarter.

## **CONFERENCES**

Parents and other school patrons are invited to visit the school for conferences concerning school matters. A telephone call should be made to the principal's office and a parent-teacher conference can be arranged during the teacher prep time during the day.

## **HONOR ROLL/HONORS NEWS RELEASES**

An Honor Roll will be prepared in the principal's office at the end of each quarter. Names of students who make the Honor Roll will be posted in the classrooms and published in local newspapers. Any student making less than a B in any subject will not be considered for the Honor Roll.

## **STUDENT DIRECTORY INFORMATION**

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received photographs and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

## **INSURANCE**

Accident insurance (group) is made available to students on a voluntary basis. This insurance is for accidents only. It is available for the school day or for 24-hour coverage. The student must report his/her accident or injury immediately to the teacher on duty at the time of the injury so that a written report can be filed in the principal's office. Students carrying the 24-hour policy who are involved in an accident outside of school hours should pick up an insurance form from the principal's office. Parents may call to request this form or send a note to the teacher.

## **USE OF TELEPHONE**

The telephones in the school are for business purposes **ONLY**. They may, however, be used by a student in case of an emergency. Students should only be in the office for official business.

## **DISMISSAL OF SCHOOL FOR INCLEMENT WEATHER**

Should it be necessary to dismiss school for inclement weather or other perils, the announcement will be carried over KTMO, KDRS, and channel 8 TV. Students are requested to refrain from calling school officials to find out if school is closed. LISTEN TO THE RADIO 105.5, 106.5, 107.1 OR TV 8, CH 12-KFVS (out of Cape Girardeau)

## **CAFETERIA**

The school cafeteria offers a lunch daily consisting of meat/meat alternate, two vegetables/fruits or a combination, bread/alternate and milk. Breakfast is served daily to preschool through 12<sup>th</sup> grades. The grade breakfast consists of four major food groups; fluid milk. Vegetable/fruit or vegetable or fruit juice, bread, bread alternate or meat/meat alternate.

A weekly menu is published in the Daily Dunklin Democrat, and Paragould Daily Press newspapers.

## **LUNCHROOM MANNERS**

Few other places manners and etiquette are at school more noticeable than in the lunch line and in the lunchroom. Expected behaviors are;

1. Do not run in the hallways or the lunchroom.
2. Do not push or shove in line coming in or going out.

3. Talk in a low tone of voice. (No loud talking or yelling).
4. Do not leave food, milk boxes or other articles on tables.
5. Be sure to remove the tray and all discarded items. Place them in the designated areas.

Student's cooperation is asked in keeping the cafeteria and school grounds clean. Students must put trays and trash in the proper places before they leave. No food or drinks of any kind may be taken from the cafeteria

### **MISSOURI STATE SCHOOL IMMUNIZATION LAW**

Students must be in compliance with Missouri immunization requirements. No grace period will be allowed for students in noncompliance. Students who are excluded because of noncompliance with immunization requirements must submit proof of compliance with the law before readmittance to school is allowed. A list of immunization requirements is included in the packet of forms and materials.

**NO STUDENT** will be admitted or readmitted to school until he/she has provided a record showing completion of the required immunizations.

If your child has already had his/her immunization you must send or bring proof from your physician or health department showing the date that immunizations were completed.

### **ADMINISTERING MEDICINES TO STUDENTS**

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, school personnel will administer the medication in compliance with school board policy JHCD.

### **PRESCRIPTION DRUGS**

The medication shall be in the original container labeled with the physician's prescription.

Parents shall authorize school personnel to give medication. This authorization is now under the supervision of the school nurse. A letter from the nurse with more specific information and the proper authorization form to be used has been included in the packet.

### **NON PRESCRIPTION DRUGS**

Oral medication that is not prescriptive may be administered under the supervision of school personnel if authorized by the parent. Students are not to carry medication with them at school.

Parents shall authorize school personnel to give any medication whether prescription or nonprescription. This authorization is now under the supervision of the school nurse. Refer to the letter mentioned above.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

School personnel are required to maintain a record of the medication administered throughout the school year. (Policy adopted by the Southland School Board on July 8, 1993.)

### **ILLNESS**

We follow the guidelines established in cooperation with the Education Service Region's Project VISA (Value in School Attendance), for keeping children home from school due to illness. Please review the following guidelines. We ask that you abide by them when deciding whether your child is well enough to be in school.

## **PLEASE KEEP CHILDREN HOME FROM SCHOOL**

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature exceeds 100 degrees F, or 1 or 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
3. If the child vomits and continues to experience nausea and /or vomiting.
4. If your child complains of severe, persistent pain, the symptoms should be referred to a physician for evaluation.
5. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a physician.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

***PLEASE MAKE SURE YOU HAVE AN UP TO DATE PHONE NUMBER AND ADDRESS ON FILE IN THE OFFICE SO WE MAY CONTACT YOU IF YOUR CHILD BECOMES SICK OR IS HURT. ALSO, CHILDREN BEING SENT HOME SHOULD BE PICKED UP IN A REASONABLE TIME FRAME.***

***IF YOUR CHILD IS SENT HOME WITH HEAD LICE, THEY ARE NOT TO COME TO SCHOOL WITHOUT A PARENT OR GUARDIAN. DO NOT SEND THEM ON THE BUS. IF YOUR CHILD IS SENT HOME MORE THAN TWICE WITH HEAD LICE THE OFFICE WILL CONTACT CHILD SERVICES.***

## **SCHOOL BUS SAFETY AND YOU**

Students in our school system who ride a bus to school are subject to regulations. Any misbehavior which distracts the driver is a very serious violation and jeopardizes the safety of everyone. **Riding the school bus is a privilege, not a right.** Bus monitors will be used on the afternoon routes to aid the driver in discipline problems. Each bus is equipped with 4 video cameras.

### **STUDENTS WILL BE CITED FOR THE FOLLOWING VIOLATIONS ON THE BUS**

Failure to remain seated	Use of tobacco
Refusing to obey the driver	Fighting
Throwing objects	Vandalism
Prohibited items	Profanity
No food or sodas	Loud Boisterous Behavior
Lighting matches	

A student who commits an infraction of the rules while riding on the bus to and from school will be subject to discipline. The child's age, as well as the frequency, severity, and nature of bus misbehavior are factors that may be considered. The following disciplinary measures may be taken:

1. A first offense will result in a conference with the principal and warning that if it continues, the student will face disciplinary action as outlined in the Bus Policies, unless the occurrence is serious enough to warrant other disciplinary action.

2. A second offense will result in Corporal Punishment.
3. A third offense will result in removal of bus privileges for at least one (1) day or more depending on the offense.
4. Prohibited items may result in immediate suspension.

***NOTE: Corporal punishment may be substituted for any of the consequences listed above for bus-related misbehavior, based on the judgment of the elementary principal or his designee. Persistent or severe misbehavior may be referred to the Juvenile Office, based on the judgment of the elementary principal.***

## **SAFETY RULES FOR STUDENT**

### ***When getting on the bus:***

1. Be on time at the bus stop
2. Wait for the bus in a safe place
3. Do not play at the bus stop
4. Get on the bus in single file
5. Use the handrail
6. Do not push or shove others
7. Obey the bus driver

### ***When crossing the road to get on the bus:***

1. Wait for the bus to arrive before crossing
2. Look for the bus driver. Make sure you can always see the driver (MAKE EYE CONTACT).
3. Make sure the driver sees you
4. Wait for the driver to signal when you can cross safely
5. Look left, right and then left again before crossing
6. Stay away from the bus while crossing

### ***When getting off the bus***

1. Get off the bus in single file
2. Do not push or shove others
3. Use the handrail

### ***When crossing the street after unloading the bus:***

1. Take 10 steps away from the bus
2. Look for the bus driver. Make sure you can always see the driver
3. Make sure the driver sees you
4. Wait for the driver to signal when you can cross safely
5. Look left, right and left again before crossing
6. Stay away from the bus while crossing
7. Never cross behind the bus

**Tell your child to NEVER chase a bus after it has pulled away. If your child finds he has left a lunch box, sweater or book on the bus after he has gotten off, instruct the child NOT TO RUN BACK to get it. The most common serious accidents involving a child and a school bus have occurred when a child was trying to run back to the bus to retrieve a forgotten object.**

## **RESPECT FOR SCHOOL PROPERTY**

Students are to refrain from marking on desks, tables, books, magazines, walls, doors, etc. Students, who mark, deface or otherwise damage school property will be expected to pay for the damage along with receiving proper punishment for the act.

## **USE OF THE LIBRARY**

The library exists to serve the students, teachers and administration. It is hoped that the library will become the resource center for curriculum enrichment. This is not possible without the cooperation of students and staff. The library is a place of study and seeking information. Student behavior must reflect this atmosphere.

## **LIBRARY BOOKS AND FINES**

Students will be required to pay for any lost library books that are checked out to them. Fines will be assessed for library books that are not returned before or on the due date.

Elementary students in the first through sixth grades are allowed to check out books from the library. First and second grade students may check out books and leave them in the classroom (not to leave campus.) Third grade through sixth grades may take library books home. Books are usually checked out for one week and returned the next week at library time.

## **CLASSROOM & BUILDING RULES**

To run a smooth and effective school these are the rules we feel as an elementary that are non negotiable. Students have to be safe, responsible, and respectful while in attendance of any function at the school.

### **All Settings**

Walk facing forward.

Keep hands, feet, and objects to yourself.

Report dangerous situations.

Use appropriate voice level.

Be kind with actions and words.

Be on time and be prepared for class.

Show appropriate citizenship.

Use all materials and equipment appropriately.

Treat others the way you would want to be treated.

### **Classrooms**

Transition safely.

Follow directions.

Listen when others are talking.

Talk when it is your turn.

Ask questions when you don't understand.

Do your best work.

Complete assignments.

Be prepared.

### **Hallways**

Walk at all time in 3-S line (Short, Straight, Silent) Go directly to your destination.

Walk on the right side of the hallway.

Be courteous to others in the hallway

Take care of items in the hallway.

### **Playground**

Follow rules.

Stay in approved areas.

Line up safely.

Line up quickly and quietly.

Use good sportsmanship and citizenship.

Respond quickly to teacher signals

Bring in what you take out.

Dispose of all trash

Be respectful with you words and actions.

### **Cafeteria**

Walk at all times.  
Stay seated.  
Carry tray with both hands.  
Use table manners.  
Respond quietly to quiet signals.

Clean up after yourself.  
Eat your own food.  
Dispose of trash even if it is not yours.  
Use time to eat.

### **Restrooms**

Wash and dry hands properly.  
Walk at all times.  
Keep feet on the floor.  
Use time wisely.  
Take turns at the fountain.

Allow others privacy.  
Flush properly.  
Take care of school property.  
Use supplies responsibly.  
Return promptly.

### **Buses**

Face forward and stay in your seat.  
Keep aisles clear.  
Be alert when entering and exiting the bus.  
Do NOT throw objects in or out of the bus.

Listen and be kind to your bus driver.  
Use appropriate language.  
Use appropriate voice level.

### **Assemblies**

Maintain personal space.  
Enter and exit in an orderly manner.  
Show appreciation to the speaker.  
Be a good listener.

Sit on your pockets.  
Follow all directions.  
Respond quickly to the quiet signal.

### **Digital Citizenship**

Report cyberbullying and do what is right.  
Walk and carry technology device with both hands.  
Leave a positive digital foot-print.  
Keep computers safe from food and drink.

Use technology appropriately at school.  
Use proper "net"iquette.  
Keep passwords private.

**\*\*AFTER-SCHOOL DETENTION\*\***--After-School Detention will be used as an alternative punishment in an attempt to control unacceptable behavior. Detention can be assigned by a teacher, upon approval by the principal, Tuesday through Thursday. Students are expected to work while in detention. Students will be given an assignment to do. There will be no eating, drinking, or sleeping while in detention. Failure to show up for or follow guidelines will result in appropriate alternative disciplinary action. Students assigned ASD will be given sufficient notice so that arrangements can be made with parents or guardians to arrange necessary transportation. Buses will **NOT** run for ASD, it is the parent's responsibility to provide transportation for their child/children after detention.

### **\*\*IN-SCHOOL SUSPENSION--(I.S.S.)\*\***

In-School Suspension will only be used for special disciplinary situations that are deemed necessary by the principal and superintendent.

## **\*\*OUT OF SCHOOL SUSPENSION\*\***

Out of School Suspension may be assigned after other disciplinary measures have been tried, or in the event of severe misbehavior, or if corporal punishment has been refused by the parent or child. If these absences become excessive, the Juvenile Office may be notified, based on the judgment of the elementary principal.

**Classroom Rules:** Posted by each individual teacher in the classroom and sent home to the parents at the beginning of the school year.

**SEVERE DISRUPTION---** The principal and teacher involved will meet and discuss the appropriate action to be taken. (Corporal punishment, I.S.S., or O.S.S.)

## **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have articles, which are hazardous to the safety of others, or interfere in some way with school procedures.

Such items include *toy guns, water pistols, knives, radios, CD or tape players, gun shells, chains, metal studded bracelets, brass knuckles, tobacco, or other items* that interfere with the educational process or may pose a safety risk. No electronic games or devices of any kind allowed on field trips. These items will be confiscated and returned only to the parent.

## **USE OF CELL PHONES**

Developments in recent cell phone technology have resulted in enhanced communication opportunities. However, the use of cellphones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar devices will be banned during the instructional day, on regular school bus routes, as well as in dressing areas during extracurricular activities. Consequences listed in Discipline Matrix.

## **ROUTINE SCREENINGS REQUIRED BY FEDERAL LAWS**

Screening is a systematic survey designed to examine the general population of students, age's birth through twenty (20). A comprehensive screening program is the first step in the special education process.

The purpose of screening students is to identify suspected physical, sensory, behavior/emotional or other problems which may significantly interfere with a student's capability of achieving educational success.

Screening activities that are systematically coordinated will allow for the identification of those students who are having educational problems. The use of screening information will provide direction for alternative direction for the evaluation if one is necessary.

### ***Screening is required in the following areas of functioning***

- \*\*Vision/Hearing***
- \*\*Health/Motor (includes Scoliosis, immunizations, height and weight)***
- \*\*Cognitive, including Adaptive Behavior***
- \*\*Academic, including Prevocational/Vocational and Readiness***
- \*\*Speech/Language***
- \*\*Social/Emotional***

There are two types of procedures used to screen in these seven (7) areas: Periodic and continuous. Periodic procedures identify students by comparing an individual's performance with the performance of peers through use of systematic or formal measures. These procedures are most frequently used to screen in the areas of:

Academic

Health (includes Scoliosis at the recommended levels 5th & grades through 8th grades.)

Vision

Speech/Language

## **HEARING**

Continuous procedures involved informing teachers and parents of the need for ongoing observations of students to be able to recognize behaviors that may indicate the existence of problems needing further attention. The procedures implemented can be either formal or informal and can be used for all areas of functioning. It usually supplements periodic screening in the above listed areas of functioning and may stand alone as the screening information for the areas of:

### **Social/Emotional/Behavioral, Motor, Cognitive**

Screening data must be gathered in all seven (7) areas of functioning. If screening information is not available in any area, it must be obtained.

All administrative offices have copies of the Southland Compliance Plan adopted by the Southland School Board for the current school year listing specific screening pass/fail criteria and can be reviewed during regular office hours.

## **STUDENT MESSAGES**

Parents' plans may change after the child leaves to go to school. You may call or stop by the office with the after-school plans for the student **before 2:00 p.m.** It is sometimes impossible to get messages to another building if we are notified too late in the day. We always regret it when this happens. You can ensure that the message gets to your child by notifying us **before 2:00 p.m.** or **on abbreviated days 1 hour before school is out.**

# ***Southland School C-9***

## **Internet and Computer Usage Agreement Student/Parent**

**Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the Internet services available over the Southland School District network you must read the following and sign the Internet agreement that follows.**

1. The use of any Southland District network is a privilege, which may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files, or email, and the use of obscene or objectionable language or images in either public files or messages.
2. Because of the potentially large number of individuals who need to use the computer for the Internet as well as personal productivity, student access to the Internet may be limited to a specified number of minutes per day. The limitation will be posted at the network sites.
3. A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.
4. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material, which the district staff, in its sole discretion believes may be objectionable. Users of the network will not use their account to obtain, view, download or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
5. The district Internet mode is provided primarily for educational purposes under the direction of the district staff. Non-educational use may be limited at any time by the district staff.
6. Information services and features contained on the Southland District network are intended for the private use of its patrons. Any commercial network or other unauthorized use of those materials, in any form, is expressly forbidden.
7. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
8. Information contained on the Southland School District network is placed there for educational or general information purposes. It is in no way intended to refer to, or be applicable to any specific person, case or situation.
9. The district does not warrant that the functions of the system will be error-free or uninterrupted, nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data information, or profits) sustained or incurred in connection with the use or inability to use the system.
10. Rules and regulations of system usage will be added and posted from time to time by the administrators of the district and/or the network. Users to the network are subject to these rules and regulations.
11. The Southland district network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems, which arise from the use of a user's account, are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
12. E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking email regularly, remaining within your limited disk quota, and not interfering with the network traffic by sending "chain letters" or "broadcast" messages to lists or individuals.

13. Students may not access “chat rooms”. The school will not supply email accounts to all students. Students are prohibited from use of “Hot Mail” or other email programs available on the Internet.
14. Students are prohibited from “book marking” any Internet sites.
15. Computer use:
  - Students may not add, arrange or alter any screen icons.
  - Students may not alter any “screen saver”.
  - Only disc and CD provided by the school may be placed in the computers.
  - Programs or files from non-school owned disc and CD’s are not to be used or installed in school computers.
  - A teacher must grant a student permission to print materials before the materials are printed.

### **Parent or Guardian**

Internet access is now available to the students of the Southland School District. The district is pleased to bring this access to the students and believes that the Internet offers vast, diverse, and unique resources to children and adults alike. The goal in providing this opportunity is to promote educational, informational, and recreational excellence. The Internet is an electronic highway connecting thousands of computers all over the world. With access to information sites all over the world also comes the availability of material that may not be considered to be of educational or informational value.

However, the district believes that the value of the information available on the worldwide network far outweighs the possibility that users may attempt to procure materials that is not consistent with the goals of the school district. Access to such information will always be strongly discouraged.

In as much as is possible and consistent with the other duties of each of the teachers and administration, Internet access will be monitored. Students who purposefully access materials deemed to be inappropriate by the teachers and administration will be disciplined.

As the parent or guardian of this minor, I have read the conditions for Internet access. Further, I recognize that it is impossible for the Southland School District to totally restrict access to all controversial materials, and I will not hold it responsible for materials acquired from this network.

Additionally, I assume full responsibility for counseling my child on this matter.

***Parents and /or guardians may be held accountable for inappropriate use of the computer by his/her child.***

## Discipline Matrix

<b>Un Acceptable Behaviors</b>	<b>Consequences First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Failure to do assigned work	Teacher conference.	no rewards for missed work, miss class activities	Corporal punishment and/or conference with principal.
Failure to follow cafeteria rules	Teacher conference.	isolation from peers, preferential line-up and/or seating in the cafeteria	Corporal punishment and/or conference with principal
Failure to follow playground rules	Teacher conference.	time out, restricted play, laps around the playground (walk/run)	Corporal punishment and/or conference with principal
Failure to follow detention rules	Teacher conference.	extra assignment, rework assignment,	Corporal punishment and/or conference with principal
Failure to follow classroom rules	Teacher conference.	withheld rewards, preferential placement in line-up, isolate from peers	Corporal punishment and/or conference with principal
Failure to follow restroom rules.	Teacher conference.	student cleaning the restroom, writing letters of apology walk at recess	Corporal punishment and/or conference with principal
Failure to follow Hallway rules.	Teacher conference.	Walk at recess	Corporal punishment and/or conference with principal

***Dress code violation***

Causing classroom disturbance  
Offensive print/writing/pictures on clothing, and/or on backpacks, etc. that promotes profanity, violence or controlled substances, or the like.  
Inappropriate immodest clothing

***General Disruptive Conduct***

Possession of any item and/or engaging in any activity, which disrupts the educational process.

***Third discipline offenses***

All consequences of third discipline offenses will be reported to parents or guardians in a manner deemed appropriate by the principal.

\*\*\*The teacher's discretion, students receiving more than one paddling, or excessive discipline write-ups during the course of the nine-week period may not be permitted to attend any off campus activities for the remainder of that quarter.\*\*\*

## **SERIOUS OFFENSES DISCIPLINE MATRIX**

The offenses listed below are considered serious enough that they require immediate and serious disciplinary action for grades Kindergarten through Six. It may be determined by the Principal of these grades that these actions are too severe for the circumstances involving these students. If that is the case the elementary principal has the right to waive these consequences and impose a punishment he/she deems more appropriate. These alternative actions may include, but are not limited to, conferences with parents, loss of privileges, referral to law enforcement authorities, or corporal punishment.

In those instances where corporal punishment is refused by the student or a parent has requested that corporal punishment not be used, the student will be assigned to Out-Of-School Suspension. The number of days of suspension will equal the number of swats that would have been given. This will apply to the discipline matrixes for Kindergarten through Second Grade, Third through Sixth Grade and Serious Offenses.

### **R 2610 Misconduct and Disciplinary Consequences**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy will be made available to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

**Alcohol:** Possession of or under the influence of alcohol regardless of whether the student is on school premises.

First Offense: Up to 30 days suspension

Second Offense: Up to 90 days suspension

Third Offense: Up to 180 days suspension

Fourth Offense: Up to expulsion

**Arson:** Intentionally causing or attempting to cause a fire or explosion.

First Offense: Up to expulsion

**Assault:** Use of physical force with the intent to do bodily harm to a student or staff member.  
(Policy/Regulation 2673)

First Offense: Up to expulsion

**Bullying:** Intentional intimidation or infliction of physical, emotional, or mental harm. (Policy 2655)

First Offense: Up to 3 days suspension

Second Offense: Up to 10 days suspension

Third Offense: Up to 180 days suspension

Subsequent Offense: Up to expulsion

**Defiance of Authority:** Refusal to obey directions or defiance of staff authority.

First Offense: Up to 3 days suspension

Second Offense: Up to 5 days suspension

Third Offense: Up to 10 days suspension

Subsequent Offense: Up to 30 days suspension

**Disruptive Behavior:** Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense: Up to 3 days suspension

Second Offense: Up to 10 days suspension

Third Offense: Up to 30 days suspension

Subsequent Offense: Up to 180 days suspension

**Drugs/Controlled Substance:** Possession or under the influence of a controlled substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus, or at a school activity whether on or off of school property.

First Offense: Up to 180 days suspension, notify authorities

Subsequent Offense: Up to expulsion

\*Sale or distribution of a controlled substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: Up to expulsion

**Prescription Medication:** Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: Up to 180 days suspension, notify authorities

Subsequent Offense: Up to expulsion

\*Sale or distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: Up to expulsion

**Extortion:** Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: Up to 30 days suspension

Second Offense: Up to 180 days suspension

Subsequent Offense: Up to expulsion

**Firearms or Weapons:** Possession of a firearm or weapon while on school grounds. (Policy/Regulation 2620)

First Offense: Up to expulsion, notify authorities

**Harassment:** (Policy 2130)

First Offense: Up to 3 days suspension

Second Offense: Up to 10 days suspension

Third Offense: Up to 30 days suspension

Subsequent Offense: Up to 180 days suspension

**Improper display of affection:** Consensual kissing, fondling, or embracing

First Offense: Conference with both students and warning.

Second Offense: Detention

Third Offense: Corporal Punishment

Subsequent Offense: Up to 5 days suspension

**Improper Language:** Use of obscene or vulgar language. Language that depicts sexual acts, human waste, and/or distasteful language. Use of hate language to demean other persons due to race, gender, disability, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or other school functions.

First Offense: Up to 5 days suspension

Second Offense: Up to 10 days suspension

Third Offense: Up to 30 days suspension

Subsequent Offense: Up to 180 days suspension

**Inappropriate Sexual Contact:** Physical touching of another student in the area of breasts, buttocks, or genitals.

First Offense: Up to 10 days suspension

Second Offense: Up to 90 days suspension

Third Offense: Up to 180 days suspension

Subsequent Offense: Up to expulsion

\*Indecent exposure, which includes display of breasts, buttocks, or genitals in public. This will also include possession of sexually explicit objects or pictures.

First Offense: Up to 10 days suspension

Second Offense: Up to 30 days suspension

Third Offense: Up to 180 days suspension

**Theft:** Nonconsensual taking or attempting to take the property of another.

First Offense: Restitution and up to 10 days suspension, contact authorities.

Second Offense: Restitution and up to 90 days suspension, contact authorities.

Third Offense: Restitution and up to 180 days suspension, contact authorities.

**Tobacco:** Possession of use of tobacco or tobacco products.

First Offense: Corporal Punishment

Second Offense: Up to 1 day suspension

Third Offense: Up to 5 days suspension

Subsequent Offense: Up to 10 days suspension

**Truancy:** Absent or tardy from class or classes without authorization. (Regulation 2340)

First Offense: Detention and notify parents

Second Offense: ISS and notify parents

Third Offense: Corporal Punishment, notify parents and authorities.

Subsequent Offense: Up to 3 days suspension.

**Vandalism:** Intentional damage or attempt to damage property belonging to the staff, students, or the district.

First Offense: Restitution and up to 90 days suspension

Second Offense: Restitution and up to 180 days suspension

Subsequent Offense: Up to expulsion

**Fighting/Hitting another student:** Mutual participation in a conflict where all parties contribute either verbally or by physical action. The aggressor will receive a greater penalty if determined to be at fault.

First Offense: Up to 5 days suspension

Second Offense: Up to 10 days suspension, notify authorities

Third Offense: Up to 30 days suspension, and file charges with authorities

Subsequent Offense: Up to 180 days suspension, and file charges with authorities

**Verbal Abuse to staff:** Disrespectful language or gestures directed toward faculty or staff members.

First Offense: Up to 3 days suspension

Second Offense: Up to 10 days suspension

Third Offense: Up to 30 days suspension

Subsequent Offense: Up to 180 days suspension

**Verbal Threatening:** Disrespectful language directed toward a staff member of a student that threatens violence or retaliation towards the staff or students, their relatives, or their property.

First Offense: Up to 180 days suspension

Subsequent Offense: Up to expulsion

**False Alarm:** A student calling in an alarm or report in any manner that would disrupt the school day.

First Offense: Up to 30 days suspension

Second Offense: Up to 90 days suspension

Third Offense: Up to 180 days suspension

**Bus Misbehavior:** Any behavior that causes a distraction to the safe operation of the school bus.

First Offense: Principal discretion

Second Offense: Up to 3 days removal from bus.

Third Offense: Up to 5 days removal from bus.

Subsequent Offense: Up to removal for remainder of school year.

**Prohibited Items at School:** This includes anything that will disrupt the normal classroom setting and includes, but are not limited to cell phones, any type of music player, or video games.

First Offense: Confiscate item and return to parent, detention

Second Offense: Confiscate item and return to parent, 1 day suspension

Third Offense: Confiscate item and return to parent, 2 days suspension and social suspension for 30 days.

Subsequent Offense: Confiscate item and return to parent, up to 10 days suspension and social suspension for remainder of school year.

**Careless driving on Campus:** Driving on campus without due caution, so as to endanger person or property.

First Offense: Up to 10 days of loss of driving privileges.

Second Offense: Up to 30 days loss of driving privileges.

Third Offense: Up to loss of driving privileges for the remainder of the school year.

**Improper Dress:** Wearing clothing that is revealing, distracting, or contains inappropriate images or messages.

First Offense: Change of clothing and conference.

Second Offense: Change of clothing and detention

Third Offense: Change of clothing and ISS

Subsequent Offense: Up to 5 days suspension.

\*The disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

\*Any suspension over 10 days will require student and parents/guardians to come before the principal to address behavior concerns before being allowed to come back to school.

---

**Board Approved Date:** January 11, 2018

**Last Updated:** August 2015

# ***NOTIFICATION OF TEACHER QUALIFICATIONS***

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you, in a timely manner, the following information:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
4. What baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that you may request, the District will provide to you individually:

1. Information on the achievement level of your child in each of the state academic assessments as required under this part; and
2. Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **REPORTING PROCEDURES**

Any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the school district, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district is encouraged to immediately report the alleged acts to an appropriate district official designated by this regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the district, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the district, is required to immediately report the alleged acts to an appropriate district official designated by this regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate district official designated by this regulation.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this regulation shall prevent any person from reporting harassment directly to the compliance officer or to the superintendent. The district will respond to male and female student's complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult school district personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the district compliance officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practical by the principal to the compliance officer. If the report was given verbally, the principal shall personally reduce it to written form within twenty-four hours and forward it to the compliance officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district compliance officer by the reporting party or the complainant.

The school board has designated the superintendent as the district compliance officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. Duties of the district compliance officer include:

1. Receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.
2. Oversee the investigative process.
3. Be responsible for assessing the training needs of the district's staff and students in connection with the dissemination, comprehension, and compliance with the regulation.
4. Arrange for necessary training required for compliance with the regulation.
5. Insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

The district shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to student, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the compliance officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

A copy of Policy 2130 shall appear in the student handbook, and this regulation shall be made available upon request of parents, students, and other interested parties.

The school board will develop a method of discussing this regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the board in consultation with the district compliance officer determines is necessary or appropriate.

This regulation shall be reviewed at least annually for compliance with state and federal law.

The district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

## **INVESTIGATION**

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the compliance officer shall immediately undertake or authorize an investigation. That investigation may be conducted by district officials or by a third party designated by the district.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of the regulation, the district shall consider:

1. The nature of the behavior
2. Victim's statements
3. How often the conduct occurred
4. Mandatory written witness statements or interview summaries
5. Whether there were past incidents or past continuing patterns of behavior
6. Opportunity for the complainant to present witnesses and provide evidence
7. Evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment
8. The relationship between the parties involved
9. The race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim
10. The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
11. The number of alleged harassers
12. The age of the alleged harassers
13. Where the harassment occurred
14. Whether there have been other incidents in the school involving the same or other students
15. Whether the conduct adversely affected the student's education or educational environment
16. The context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this regulation requires a determination based on all the facts surrounding the circumstances. The investigation shall be completed no later than fourteen days from receipt of the report. The district compliance officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this regulation. The compliance officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is pending or has been concluded.

## **SCHOOL DISTRICT RESPONSE**

Upon receipt of a report that a violation has occurred, the district will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and district policies for violations of a similar nature of similar degree of severity. In determining what an appropriate response to a finding that harassment in violation of this regulation has occurred, the district shall consider:

1. What response is most likely to end any ongoing harassment
2. Whether a particular response is likely to deter similar future conduct by the harasser or others
3. The amount and kind of harm suffered by the victim of the harassment
3. The identity of the party who engaged in the harassing conduct
4. Whether the harassment was engaged in by school personnel, and if so, the district will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the board shall also direct the district compliance officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the district's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the district in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

If the district's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established school board procedures for appealing other adverse personnel and/or education related actions. If the district's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established school board procedures for appealing other adverse personnel and /or education related actions. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.

Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative office of the school district.

## **RETALIATION**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability related harassment, or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **PUBLIC NOTICE**

**Revised: August 15, 2013**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Southland C-9 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Southland C-9 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Southland C-9 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Southland C-9 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Southland C-9 School District, 500 South Main Street Cardwell, Missouri 63829 on Monday through Friday from 8:00 AM until 3:00 PM.

This notice will be provided in native languages as appropriate.

## **Federal Programs**

### **Parent/Guardian Notification**

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district/LEA (local educational agency) receiving Federal funds.

1. Districts/LEA's must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district/LEA must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district/LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district/LEA must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district/LEA must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

### **NCLB NONPUBLIC COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part E. Sec. 9503 requires the Missouri Department of Elementary and Secondary Education (DESE) to adopt a complaint process for participation of private school children.

#### **Who May File a Complaint**

A local education agency (LEA) is required to provide to eligible private school children, their teachers, and their families Title 1 services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. Private school officials have recourse through the complaint process if they do not believe their eligible children, teachers, or families are receiving equitable services.

#### **Address to File a Complaint**

The complaint should be addressed to the Director, Federal Grants Management, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.

## **Definition of a Complaint**

A private school official has a right to complain to the state educational agency (SEA) that the LEA did not engage in a timely and meaningful consultation process or did not give due consideration to the views of the private school officials. Any dispute regarding the accuracy of low-income data for private school students also can be the subject of a complaint. A formal complaint must be a written, signed statement that includes specific details of the situation of noncompliance by the local educational agency.

## **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject to an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning nonpublic issues in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal Complaints Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, and facts on which the complaint is based, will be initiated.
2. Notification of LEA. The SEA will inform the involved school district(s) of the complaint.
3. Report by SEA. Within thirty (30) days after receiving a complaint, the SEA will gather needed information including documentation and statements of the parties and may conduct an independent investigation. The SEA may provide technical assistance and may facilitate an appropriate resolution to the complaint through an on-site visit, if required.

## **Decision**

The SEA will resolve the complaint and will provide the parties, a written summary of the investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public. The complainant or the LEA may appeal the decision of the SEA.

## **Appeals**

### Appeal to the U.S. Department of Education

No later than 30 days following the written response by the SEA, or in the event the SEA fails to resolve the complaint within a reasonable period of time, the private school official may appeal the decision of the SEA to the secretary of the U.S. Department of Education. Such an appeal must be accompanied by a copy of the SEA's written response, if available, and a complete statement of the reasons supporting the appeal. The secretary must complete an investigation of the complaint and resolve the appeal within 120 days after receipt of the appeal.

### Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators and nonpublic officials. LEA's are asked to distribute the complaint procedure to nonpublic entities during consultation meetings.
3. DESE will keep records of any complaints filed through this policy.

### **Dear Parent or Guardian:**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

1. Whether the teacher of your child has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
4. What baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

1. Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **Notification of Parent and Student Rights under the Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the district to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in

performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue,  
SW, Washington, DC 20202

### **Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA**

The Family Educational Rights and Privacy Act (FERPA) requires that the District obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, with some exceptions. However, the district may disclose appropriately designated "directory information" without written consent, unless you have notified the district in writing of your objection. "Directory information: is information that the district has determined is generally not considered harmful or an invasion of privacy if it is released.

The primary purpose of directory information is to allow the district to include information from your child's education records in district publications, including but not limited to, a student's name, jersey number, height and/or weight printed in a school athletic program; or a student's name and photo included on district social media pages or in the school yearbook.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Some examples include the district providing a list of honor roll students to the local newspaper or the district providing student information to companies that manufacture class rings or publish yearbooks.

In addition, two additional federal laws require the school district to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

**If you do not want the district to disclose contact information to military recruiters or Directory Information from your child's education records without your prior written consent, you must complete a written statement notifying the district that you do not want the information released and submit it to the building principal. The statement must be dated and signed. Please provide this notice in writing by August 26, 2019 or within 5 days after enrollment, whichever is later. Please note that if you opt your student out of Directory Information, among other consequences your student's picture will not be included in the district's yearbook or other publications and your student's name will not appear in district programs or the honor roll.**

**General Directory Information:** The following information about a personally identifiable student may be disclosed to the school community or to any person without first obtaining written consent from a parent or eligible student:

*Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.*

**Limited Directory Information:** In addition to general directory information, the following information about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

*The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.*

### **Student Information and Images in District Publications and Social Media**

The District maintains a number of publications and social media accounts to better communicate with students, parents and the community. Unless the parent or eligible student notifies the District in writing as directed under the section "Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA," the District may include pictures and information about a student in district publications and posts on social media. Even if a parent objects to the disclosure of Directory Information, if a student's image is included in a photograph or video as part of a crowd shot, where the focus of the image is not on that particular student, the student's image may still be included in a District publication or social media post.

Because pictures, video and social media are such an integral part of athletics and other extracurricular activities, the district may require parents to consent to disclosure of their student’s personally identifiable images and other information as a condition of participating in these activities.

**PLEASE SIGN & RETURN**

*Dear Parent/Guardian*

**Please sign this form and return it to school to verify that you have received and read this Southland Elementary School Student Handbook.**

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**INTERNET USAGE AGREEMENT: STUDENT & PARENT**

I have read the “Southland School District Internet and Computer Usage Agreement”, understand it, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become a part of this agreement. Should I break this agreement, I understand that I may lose all computer and network privileges. I also understand that inappropriate illegal use of network facilities result in civil or criminal lawsuits.

**STUDENT SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

***DISCIPLINE MATRIX***

Please read the matrix and narrative so that you will be familiar with the school's expectations for your child’s behavior. Please list the name(s) of your child (ren) on the line(s) below and then sign your name and the date. I have received the discipline matrix for:

Child’s name (print)	_____
(signature)	_____
Child’s name (print)	_____
(signature)	_____
Child’s name (print)	_____
(signature)	_____
Child’s name (print)	_____
(signature)	_____

Parent's/Guardian's Name \_\_\_\_\_ Date \_\_\_\_\_  
(PRINTED)

X \_\_\_\_\_  
Parent's/Guardian's (SIGNATURE)